

MAP DRAFTER

DEFINITION

Under general supervision, to do drafting and the calculations required in the preparation of official maps and tracings; and to do related work as required.

EXAMPLES OF DUTIES

Performs the drafting and computing operations involved in the preparation of official original tracings of county, township, city, village and town maps, including detailed section maps; updates maps by drawing in new subdivisions and interprets aerial photographs, survey sketches, survey notes and highway relocation plans to update maps; checks accuracy of data by closing traverses, angles, distances and ties; drafts finished maps using planimeter, drafting machine, lettering guides and drawing instruments; furnishes information to surveyors, engineers, attorneys, realtors, assessors and the public, in person or by phone, regarding maps, surveys, property locations; road locations and legal descriptions; operates map reproducing equipment; maintains map files and supplies; from office of Register of Deeds obtains city and village annexations, studies old records and checks legal description.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from high school supplemented by courses in engineering mathematics and drafting and three years of experience in map drafting.

Knowledges and Abilities: Knowledge of the principles, techniques and nomenclature used in map drafting; knowledge of plane geometry and trigonometry as applied to traverse closures and the calculation of the length and arc of curves; knowledge of the sources of information concerning changes in boundaries of areas; ability to read and interpret survey notes and to read and depict legal property descriptions; skill in the use of drafting instruments and equipment; ability to make accurate computations in engineering mathematics.